

Introduction: Using the Manual

Who Should Use It

The *State Energy Program Operations Manual* is a reference tool for the States and the program officials at the U.S. Department of Energy's (DOE) Office of Building Technology, State and Community Programs (BTS), and DOE's Regional Support Offices (RSOs). "States," when referred to in the *Manual*, include the 50 States, the District of Columbia, and the U.S. territories: American Samoa, the Commonwealth of the Northern Marianas, Guam, Puerto Rico, and the U.S. Virgin Islands.

How the Manual is Organized

This *Manual* contains information needed to apply for and administer the State Energy Program (SEP). Chapter 1 provides a brief history of and general information about the program. Chapter 2 provides application rules and procedures and Chapters 3 and 4 explain how to administer and monitor the program. Chapter 5 explains the Systems Approach to Grants Administration for Windows (WinSAGA), the online system used to submit applications and reports and that provides online access to program records and documents. Chapter 6 provides additional sources of information that can be accessed through the Internet. Petroleum Violation Escrow (PVE) funding history, Federal regulations, and required forms can be found in Appendices A through C.

Reference Aids

The *Manual* also contains At-A-Glance references tables located at the beginning of each chapter that summarize chapter elements. In addition, references to program regulations and additional sources of information are provided in the left margins that indicate where to locate information in the *Manual* or on the Internet.

Terms

State Plan – The State Plan comprises all components of a State's energy conservation program, including the States' annual Grant Application for Federal funds, budget information, assurances and certifications, reports, and the Master File.

Grant Application – Components of the State Plan filed annually that request formula grant funding for a program year and define how that funding will be used.

Master File – Components of the State Plan filed with first-year applications and updated annually as needed. The Master File defines the State's energy efficiency and renewable energy goals and the activities undertaken to achieve those goals.

States or State Energy Offices – States that receive grant funds.

Subrecipients – Contractors and others that receive money from the State.

Federal Fiscal Year (FY) – The Federal fiscal year begins October 1 and ends September 30.

Program Year (PY) – Each State selects a 12-month program period or program year that usually corresponds with the State's fiscal year. Although the State's program year may start during the Federal fiscal year it can extend beyond the Federal fiscal year.

Acronyms

ARSO	Atlanta Regional Support Office
ASAP	Automated Standard Application for Payment
ASHRAE	American Society of Heating, Refrigeration, and Air-Conditioning Engineers
BRSO	Boston Regional Support Office
BTS	Office of Building Technology, State and Community Programs
CEQ	Council on Environmental Quality
CFDA	<i>Catalog of Federal Domestic Assistance</i>
CFR	<i>Code of Federal Regulations</i>
CRSO	Chicago Regional Support Office
DISCAS	Departmental Integrated Standard Core Accounting System
DOE	U.S. Department of Energy
DRSO	Denver Regional Support Office
EE	Office of Energy Efficiency and Renewable Energy
EES	Energy Extension Service
EIA	Energy Information Administration
EPAct	The Energy Policy Act of 1992
FEMP	Federal Energy Management Program
FMS	Federal Management Service
FSR	Financial Status Report
FY	Fiscal Year
GFO	Golden Field Office
HERS	Home Energy Rating System

Acronyms (cont'd.)

HOV	High Occupancy Vehicle
ICP	Institutional Conservation Program
IESNA	Illuminating Engineering Society of North America
IPAR	Individual Procurement Action Report
MEMP	Municipal Energy Management Program
NASEO	National Association of State Energy Officials
NEPA	National Environmental Policy Act
NFAA	Notice of Financial Assistance Award
OHA	Office of Hearings and Appeals
OMB	Office of Management and Budget
OSCP	Office of State and Community Programs
PADS	Procurement and Assistance Data System
PR	Procurement Request
PRSO	Philadelphia Regional Support Office
PSR	Project Status Report
PTI	Public Technology, Inc.
PVE	Petroleum Violation Escrow (Funds)
PY	Program Year
RSO	Regional Support Office
SECP	State Energy Conservation Program
SEO	State Energy Office
SEP	State Energy Program
SF	Standard Form
SRSO	Seattle Regional Support Office
UCETF	Urban Consortium Energy Task Force
WAP	Weatherization Assistance Program for Low-Income Persons
WinSAGA	Systems Approach to Grants Administration (SAGA) for Windows